

Admission Policy

St. Thomas High School

St. Thomas High School is an all-inclusive school Public English Language High School in Quebec, Canada, which aims to provide a high-quality educational experience to all students. The IB Middle Year Programme is an academically challenging and balanced programme of education. The MYP is designed as a coherent and comprehensive curriculum framework that provides academic challenges and develops the life skills of students in grades 7-11 which is High School in the province of Quebec. The school's admission policy ensures a fair and transparent admission system and avoids unfair discrimination on grounds of disability, gender, religion or belief. Further, the policy also ensures that proper admission procedure is followed in respect to each application received for admission.

Objectives of the policy

- To ensure that the school gets the maximum admissions possible while understanding the rigor demanded of the programme..
- To have a fair and transparent policy for all parents.
- To make the admission process easy for parents and students.

Applicable to:

This policy applies to all parents seeking admission for their children in the IB Middle Years Programme at St. Thomas High School. **Value (s) guiding policy:**

1. a) Value Term: Fairness, Excellence
2. b) Why:
 - Every student should get a fair chance to get admission in school.
 - Always implement practices that continue to produce valued outcomes in order to maintain students' participation for the duration of the MYP and success completion of eAssessment.

Policy Guidelines

Eligibility Criteria for taking admission in MYP Year 1

The child must have cleared the previous grade.

- There will be an admissions tests for Grades 7 – 10. Please note that admissions for grade 8-10 will be confirmed through a review of the most recent report card. The recommended period of participation in the programme is at least two years. Hence, admission cannot be granted unless the student has attended a previous IB school.
- If the child has a known special need details of the same should be communicated while applying for admission.
- The province of Quebec is a French speaking province, therefore it is important for students to come with a high level of French. However, we aim to accommodate students who arrive from outside of the province and therefore provide language support to new students to Quebec.

Admission procedure

1. Complete application.
2. Submission of Documents.
3. Entrance exam.
4. Communication of admission status.
5. Confirmation

STEP 1: Complete application through Mozaik

STEP 2: Submission of all documents and online admission form (hard copy)

Please submit the following to the school for students in board

1. Admission Form Request with complete details, signed by the parent.
2. Grade 5 Report Card

Please submit the following to the school for students out of Board

1. Admission Form Request with complete details, signed by the parent.
2. Grade 5 report card
3. English Eligibility form
4. Birth Certificate
5. Proof of address

Step 3: Details of Entrance test

Standardized Cognitive ability test focusing on assessing memory, processing speed and crystallized knowledge.

Step 4: Communication of admission status:

You will be informed about your child's admission status through email.

Step 5:

Complete the registration process on Mozaik or in person

Admissions for Year 2 - 4

- Following the completion of the school year, the coordinator requests feedback from teachers and administration regarding any students that they feel would be a good fit for the programme
- The coordinator reviews the feedback and the students grades and then reaches out to the guardians of the student to meet in order to go over the programme.
- Guardians provide a decision in writing to the school
- Students are then placed in the programme for the following year and are provided with a handbook and coordinator meets with those students at the beginning of the year to go over the expectations and requirements.

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